

Sample Submission and Team Interview Letter

[Date]

[Lead Designer]

[Design Firm]

[Address]

[City, State, Zip Code]

RE: Supplemental Information for Stage II Team Interviews and Schedule
in [location] on [date]

Submission Material

Prior to the scheduled Stage II Interviews, each A/E Team is required to submit two copies of:

- Standard Forms 254/255 documenting full A/E Team qualifications.
- Subcontracting Plan that identifies small business, women-owned business, and small disadvantaged business status and state of origin for consultants or subcontractors.

Submissions are due no later than [time, date] to the GSA Project Manager [or Contracting Officer], [address]. No late submissions will be accepted unless the U.S. Postal Service postmarks them at least two days prior to the due date.

Interview Parameters

The following parameters for the interview process are established to ensure maximum utilization of the available time and to focus on responses to critical topics.

- Because of time limitations and the need to focus on critical issues, the A/E Team's representation may not exceed five individuals: Lead Designer (attendance mandatory), Associated Architect (if proposed, attendance mandatory), Project Manager, two team members (attendance optional). The optional positions should only be used if the A/E Team wants to make specific points that are unique to its team. Attendance and presentations by optional positions should contribute substantially to the team's profile.

Sample Letter Continued

- The interview process is intended to evoke a response to the critical design objectives and the A/E Team's approach to manage and deliver the program successfully. The A/E Team's presentation should respond to the enclosed Stage II evaluation criteria recognizing the interview time constraints.
- Presentation aids should be limited to a graphic presentation using boards or projected images. The A/E Team must provide its own easels and/or projectors as required. Supplementary handouts that expand upon information covered in the presentation are NOT allowed. Reduced format copies of presentation material are not required but may be distributed, if desired. Since the interview schedule is very structured, strict adherence to the time allotment is mandatory. The setup and breakdown of presentation aids should be simple to ensure the best use of the presentation time.

Interview: Issues *(Reference to evaluation criteria in italics)*

There are several issues that must be addressed by the team. They will be the crucial factors in determining the team's philosophy and commitment to this project. *(The following is a recommended list relative to a courthouse project, abstracted from the project's design program.)*

1. Community Context

(Past Performance on Design, Lead Designer's Portfolio, Philosophy and Design Intent)

The courthouse is an integral part of the urban fabric. The courthouse should be designed to contribute to the community and be compatible with its context. The team must demonstrate a familiarity with the local context and demonstrate past work that indicates its ability to design within a context.

2. Design Image

(Past Performance on Design, Lead Designer's Portfolio, Philosophy and Design Intent)

A courthouse must reflect the dignity and permanence of the court through its massing, shape, and materials. It should enhance the city where it is located, serving as an inspiration for architecture within that area. It should lend civic pride, strength, and vitality suitable to the courts. Attention should also be given to the expression and integration of the fine arts in response to the "Art-in-Architecture" Program.

Sample Letter Continued

The team must demonstrate its knowledge and commitment to this issue. It should show from past projects that project leaders understand how to create a building addressing symbolic issues and the design methodology used in such an undertaking. Past project examples must be projects from the team's portfolios.

3. Courthouse Functional Requirements

(Past Performance on Design, Lead Designer's Portfolio, Philosophy and Design Intent)

With ever-increasing technology, the courthouse must function efficiently, responding to critical program parameters. Specific care must be taken with regard to security, plan organization, adjacencies, and spatial issues. In addressing this topic, the team should demonstrate a basic knowledge of courthouse functions and security systems, and show how it is qualified to master a program of this complexity and sensitivity.

4. Sustainable Design

(Past Performance on Design and/or Proposed Methodology in Achieving Sustainable Design)

The Government has a commitment to sustainable design. Public buildings need to be at the forefront of sensitivity to the environment and set an example for private-sector buildings. The team should address the issue of sustainable design as it pertains to this project and its past work. Areas to be specifically addressed include energy efficiency, indoor air quality, environmental safety, materials recycling, water use/conservation, and construction waste management.

5. Team

(Team Organization and Management, Geographic Location)

To provide the best possible service to the client, the team must have the ability to work as a cohesive, efficient, communicative whole. The team should demonstrate how it will organize the work, integrate client input, and manage the design and documentation of the courthouse in a timely and cost-effective manner.

6. Commitment of Lead Designer

(Individual or Design Team)

GSA's Design Excellence Program is setting a new standard in design for public buildings. This program can only be successful with a primary commitment of time and energy from the Lead Designer. The A/E Team must indicate:

- A process where the Lead Designer plays a substantive leadership role.
- A quality control methodology for the design.
- A primary commitment from the Lead Designer to this project.

Sample Letter Continued

Location and Schedule

The A/E Team interviews will take place at the GSA Regional Office [address].

The entry/exit time for your team is [time, date]. The team presentation is limited to 45 minutes followed by a question and answer period of 30 minutes. The remaining 15 minutes will be allocated to introductions, set-up/break-down of presentation aids, and final comments.

Stage II Short-List Notification *(Note: Add the following information if this is a three-stage selection process)*

GSA will notify the A/E Team whether it has or has not been selected to advance to Stage III by [date]. The list will be released and posted to the project web site [address] and cbdnet.access.gpo.gov on the same date.

If you have any questions about the information provided, please contact me at [telephone number], [fax number], or [email address]. All information is posted to the sbdnet.access.gpo.gov and the project web site [address]. All debriefings will not occur until after [date], when the selection process is complete.

Sincerely,

[Name]
GSA Project Manager [OR Contracting Officer]